# CITY OF HOUSTON
# Job Posting

| 1 | Applications accepted from: | ALL PERSONS INTERESTED |
|---|---|---|
| 2 | Job Classification | GIS Analyst |
| 3 | Posting Number | PN# 111754 |
| 4 | Department | Houston Airport System |
| 5 | Division | Planning, Design & Construction |
| 6 | Section | Planning |
| 7 | Reporting Location | 16930 John F. Kennedy Blvd.* |
| 8 | Workdays & Hours | Varied, normally M-F. * |

*Subject to change

**9**  **DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS**

Provide recommendation, research, and integration of standard and unique hardware and software setup and configurations as needed to support GIS users. Manage GIS integrated systems. Build schematics, referential integrity and maintain databases. Diagnose, trouble hoot, & resolve problems to establish productivity. Responsible for data quality control, processing, standardizing, and delivering geospatial data. Provide technical support and implementation of the GIS system. Conduct data gathering, feature extraction, database design, conversion of GIS personal geodatabases, metadata, and other related functions on special projects. Perform in-depth analysis of spatial data to create custom overlays and map products from shape files, CAD files, and various types of digital raster imagery (DOQQ, DEM, SID, etc.). Manipulate geospatial datasets to create decision supporting reports to perform technical, spatial, and planning analysis.

**10**  **WORKING CONDITIONS**

Performing these duties will involve: the ability to attend to details among distractions; adjust to interruptions and changes; adjust to critical and demanding work; write and speak clearly and effectively; apply specialized knowledge; analyze abstract information; deal with people in tense situations; work with minimum supervision; and operate city vehicles; be able to lift up to twenty (20) pounds. Must be willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

**11**  **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Geographic Information Science, Planning, Geography, Computer Science or a closely related field.

**12**  **MINIMUM EXPERIENCE REQUIREMENTS**

No experience required.

**13**  **MINIMUM LICENSE REQUIREMENTS**

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

**14**  **PREFERENCES**

Preference will be given to applicants with strong computer skills in Map Objects, ArcView, ArcInfo, Avenue and ARCINFO MACRO LANGUAGE (AML). Strong oral, written, analytical and organizational skills.

**15**  **SELECTION/SKILLS TEST REQUIRED**      Application review and/or interview.

**16**  **SAFETY IMPACT POSITION**      ☒ Yes      ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**17**  **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range – Pay Grade 20
$1,397.00 - $1,700.00  Biweekly      $36,322.00 - $44,200.00 Annually

**18**  **OPENING DATE**      JULY 5, 2006

**19**  **CLOSING DATE**      OPEN UNTIL FILLED

**20**  **APPLICATION PROCEDURES**

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor or advanced consideration submitted online at:

*www.fly2houston.com*

**Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

"If you need special services or accommodation, please call 281.233.1515." The Houston Airport System Human Resources TDD phone number is 281.233.1862.

An equal opportunity employer